

QPS 62 PSRB Process Sheet 3

Paper Based PSRB Accreditation

Some PSRBs do not require a visit to the University and will, instead, undertake accreditation based upon the submission of documentation. This may also be the case where changes to curriculum have been approved by the University necessitating a reaccreditation by the PSRB.

It is recognised that all PSRBs have their own specific requirements and the CRA Manager/LTET Officer will provide guidance on these.

- HoD (or nominee) / Programme Team and CRA Manager identify requirement for accreditation or reaccreditation
- CRA Manager liaises with Programme Team and PSRB to establish the scale of the activity
- CRA Manager appoints an LTET Officer
- LTET Officer in liaison with Programme Team and PSRB set a date for the submission
- Programme Team, supported by LTET Officer, produce the information and documentation required by the PSRB
- LTET Officer submits final documentation to the PSRB
- PSRB informs the Programme Team and LTET Officer of outcome of the accreditation submission
- Programme Team works with LTET Officer to meet any conditions arising from the submission
- LTET Officer obtains confirmation that conditions have been met and accreditation granted and notifies the Programme Team
- QME Account Manager works with the Programme Team to submit any required curriculum changes to CAP in line with the QMEF Programme Approval requirements
- CRA Manager submits the outcome and any action plan to ASQC for monitoring
- CRA Manager logs the activity and reaccreditation date in the PSRB Activity Schedule
- CRA Manager informs Marketing and the External Examining Team of the PSRB outcome